

ROLL NUMBER: P25700374


Ms. Naina Bhat
Female

DOB

24-Mar-2002

TECHNICAL SKILLS

- AutoCAD
- MSP
- Primavera
- Revit
- MS office

PERMANENT ADDRESS

Hno 435 Near Sector 9 Basai Village
Gurgaon Haryana
City: Gurugram
State: Haryana
Pincode: 122001

LANGUAGE

- English
- Hindi
- Kashmiri

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ACM	NICMAR University, Pune	9.31	2027
B.Tech <i>Civil Engineering</i>	DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE AND TECHNOLOGY	70.01	2023-Aug
Intermediate <i>Science (PCM)</i>	CENTRAL BOARD OF SECONDARY EDUCATION	81.5	2019-May
High School	CENTRAL BOARD OF SECONDARY EDUCATION	95	2017-Jun

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 49 Weeks)
Prestige Estates Private Limited

04-May-2026 - 03-Jul-2026

8 Weeks
PROFILE: Intern

- Reviewed construction contract documents, work orders, and tender conditions to understand contractual obligations, project completion timelines, delay-related clauses, **Extension of Time (EOT) provisions**, and **liquidated damages**.
- Developed an understanding of construction delay analysis principles, including critical path assessment and the **SCL Delay and Disruption Protocol**.
- Assisted in **site supervision** and **progress monitoring**, ensuring work was carried out as per drawings and timelines.
- Supported engineers in **quantity take-offs and BOQ verification** for ongoing construction activities.
- Reviewed and interpreted **construction drawings and layouts**, enhancing technical understanding.
- Assisted in preparing **RFP, RFQ** and **contractor payment certificates (RA bills)** by verifying work completed against BOQ and site progress.
- Assisted in the preparation and analysis of **variation statements**, tracking deviations from original Work order and Work executed.
- Participated in **cost analysis and negotiation support**, identifying opportunities for cost optimization.

Shivam Construction

11-Sep-2023 - 16-Feb-2024

22 Weeks
PROFILE: Intern

- Assisted in **day-to-day site supervision**, ensuring activities were carried out as per drawings and specifications.
- Conducted **quality checks** for materials and workmanship to ensure compliance with standards.
- Verified **bar bending schedules (BBS)** and checked reinforcement placement before concreting.
- Observed and supported **formwork erection**.

PWD B&R PANCHKULA

17-Aug-2022 - 31-Dec-2022

19 Weeks
PROFILE: Intern

- Assisted in project documentation and learned about project life cycle stages and progress monitoring on-site.
- Contributed to the execution of the State Archaeological Museum project (estimated cost: **3215.71 Lacs**, plot area: 1.83 Acres).

- Supported the Project Engineer in ensuring project adherence to the original project plan, including tracking the estimated completion date of 28.4.2023.
- Gained practical site experience in the construction execution processes for various building elements of a large multi-story project.
- Assisted in gathering information to support the preparation of progress and performance reports.

CERTIFICATION DETAIL

- AUTOCAD
- One million leaders Asia fellowship program
- Finance for Non-Financial Managers

ACHIEVEMENT DETAIL

1) Basketball Gold Medalist - K.V.S Regional Sports Meet2) Basketball National Level Participant - K.V.S National Sports Meet3) Awarded Scholarship in third Semester of College.